



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO VA 22134-5103

MCRCO 5216.1
CG
4 Jan 99

MARINE CORPS RECRUITING COMMAND ORDER 5216.1

From: Commanding General
To: Distribution List

Subj: STAFFING OF CORRESPONDENCE

1. Purpose. To promulgate the policy for staffing of correspondence within the Marine Corps Recruiting Command (MCRC).

2. Background. Our geographically dispersed command presents unique challenges with regards to the effective and efficient staffing of correspondence. The management of this correspondence impacts both mission accomplishment and the quality of life of our recruiting force.

3. Action. Streamlining the flow of certain correspondence from the Districts to MCRC Headquarters is essential. This correspondence, identified below, should be forwarded directly to this Headquarters by the District Commanders, with a copy to the appropriate Region Commanding General. All other correspondence will be forwarded to the appropriate Region Commanding General for endorsement.

a. The following correspondence will be sent directly from the Districts to MCRC Headquarters, with an information copy provided to the appropriate Region Commanding General:

(1) Requests by recruiters to extend their recruiting tours.

(2) Requests by recruiters to exercise or defer their permanent change of station recruiter options.

(3) Applications for assignment of Extended Active Duty (EAD) recruiters.

(4) Requests for intra-district transfers or permanent change of station orders.

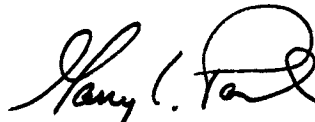
b. Facsimile copy transmission of this correspondence is both appropriate and strongly encouraged. Subsequent paper transmission of these requests is not required.

c. If this Headquarters receives correspondence from the Districts which is not in accordance with this order, and which does not have the Region Commanding General's endorsement, it will be redirected to the region for appropriate action.

MCRCO 5216.1

4 Jan 99

4. Reserve applicability. This order is applicable to the Marine Corps Reserve.



GARRY L. PARKS

DISTRIBUTION: A